

**BY ORDER OF THE COMMANDER  
AND PRESIDENT AIR UNIVERSITY  
(AETC)**

**AIR UNIVERSITY INSTRUCTION 36-2626**

**2 AUGUST 2012**



**Personnel**

**AIR UNIVERSITY SCHOOLS COURSE  
SCHEDULING AND STUDENT  
PRODUCTION REPORTING PROCEDURES**

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This instruction implements AFI 36-2201, *Air Force Training Program*, and AFI 36-2301, *Professional Developmental Education*. It provides instructions for the scheduling, tracking and reporting of Air University (AU) student production, and documents the AU Registrar's role in the Air Force Education Requirements Board (AFERB) process. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This publication directs the collection and maintenance of information covered by AFI 33-332, *Air Force Privacy Program*; authority: 10 U.S.C 8013, *Secretary of the Air Force*. System of Records Notice F036 AETC M, *Air University Academic Records*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This instruction applies to HQ AU staff, AU schools (Maxwell AFB (including Maxwell AFB, Gunter Annex) and AFIT), Non-AU schools that own programs supported by the AU Registrar (such as USAF Test Pilot School and the Air National Guard Academy of Military Science) and Maxwell AFB and Maxwell AFB, Gunter Annex tenant and visiting agencies that require group lodging reservations.

**SUMMARY OF CHANGES**

This instruction has been substantially revised. Instructions for requesting Maxwell-Gunter group lodging reservations have been removed and placed in a separate instruction. Procedures

for establishing Developmental Education (DE, formerly Professional Military Education and Professional Continuing Education) courses, pilot course, seminars and workshops taught by AU, and procedures for submitting changes or deletions of existing courses have been placed into separate instruction. Changes resulting from the Air University reorganization and establishment of Centers have been incorporated. In addition, topics were expanded or rearranged for better readability and to clarify specific process. Basic procedures for planning, scheduling and reporting Air University student production have not been significantly changed. Added requirements for handling personally identifiable information (PII).

**1.1. Organization.** The Commander and President of Air University (AU/CC) is dual-hatted as the AETC Director of Education (AU/ED). The Vice President for Academic Affairs (AU/CF) also serves as AETC/EDE. The AU Registrar (AU/CFR), under the guidance of AU/CF, establishes procedures governing all registrar activities and operations. This instruction focuses on the operations of the Registrar Support Branch (AU/CFRS) within the Office of the Registrar.

**1.2. AU Registrar Support Branch Responsibilities.** The Air University Registrar Support Branch has responsibility for: Course establishment and updates, AU student production data collection and reporting (to include support of the Air Force Education Requirements Board), and development of the AU Operations and Production Schedule (to include Maxwell-Gunter group lodging requirements). Data related to these areas is collected, maintained, and stored in the AU Registrar Education Program Management (AUREPM) System. The Registrar Support Branch is responsible for maintaining specific support data in AUREPM and the assignment of user roles and privileges. AUREPM is the official repository for all AU course/class data and student records. For access to this system or for data requests, contact the AU Registrar office.

**1.3. AU School Responsibilities.** AU schools are responsible for reporting student production data to the AU Registrar's Office. Schools will assign POCs to update the AUREPM database, provide production data not maintained in AUREPM, and submit graduate rosters IAW AUI 36-2318, *Air University Registrar Services/Student Records*. Schools will submit annual schedules during the Air University Operations and Planning Schedule (AUOPS) annual build, ensure data is updated during execution, and provide data for end of year reporting as required.

**2.1. Air University Registrar Education Program Management System (AUREPM).** The AUREPM system is the official repository of all AU course/class data and student records. The system tracks all AU course schedules and provides other registrar services such as transcript and diplomas, course listings, etc. For the purpose of this AUI, only the "Course Plans and Scheduling" module is discussed. This module includes student production reporting, lodging, AFERB, and system support data.

2.1.1. Access to the AUREPM database, as well as instructions for use of the system can be obtained by contacting the Registrar Support Branch via the AU/REPM Organization Mailbox: [au/rep@maxwell.af.mil](mailto:au/rep@maxwell.af.mil).

2.1.2. A list of applicable codes, definitions and scenarios used in AUREPM for AU course scheduling and student production reporting procedures are found in Attachment 2.

2.1.3. Specific instructions for completing data input screens and extracting data are available from the Registrar Support branch and on-line screen instructions.

**3.1. The Air Force Education Requirements Board (AFERB) Support.** AFD 36-23, *Military Education*, and AFI 36-2301 *Developmental Education*, define the purpose and scope of the AFERB Process. The Air Force Directorate of Force Development (AF/A1D) chairs the AFERB and is responsible for establishing policy and guidance for Air Force Advanced Academic Degree (AAD) and AETC funded Professional Continuing Education (PCE) programs and respective quota allocations. The AFERB process reviews AAD and AETC funded PCE opportunities managed by Air University, collects and review quota requirements submitted by Air Staff Career Field Managers (CFM) or representative, and plans for the allocation of AETC resources for these requirements. Resources for AAD are allocated for Air Force Active Duty Officers and a limited number of Active Duty Enlisted students by individual quota requests, with resources allocated for both student man-years and AETC funding allocations. PCE resources are allocated by course for Air Force Active Duty Officers, Enlisted and Air Force Civilians, with resources from AETC funding allocations. Both programs are funded by AETC TDY-to-school PEC 84752F.

3.1.1. AU Registrar Responsibilities. The AU Registrar provides support for AFERB process in general by maintaining historical data, providing data analysis, providing a means of collecting and storing requirements data, and producing documents to support the publication of the annual AAD and PCE Program Requirements Document (PRD) and Program Guidance Letter (PGL). Specifically, AU Registrar Support Branch is responsible for the following:

3.1.1.1. Ensure the AUREPM database configuration and data supports the AFERB process, to include assignment of user privileges, maintaining POC listing, loading PCE courses and AAD programs, and providing system instructions to users.

3.1.1.2. Assist Air Staff with the AFERB quota requirements data collection process and format. As these vary from year to year, current FY specific processes, instructions and data collection format are specified in each annual data call.

3.1.1.3. Maintains status of PCE and AAD quota utilization throughout execution year and provides required analysis and historical data to Air Staff, AU staff and field agencies as requested.

3.1.1.4. Provides approved fiscal year AETC-funded PCE and AAD student quota documents to AU schools and Financial Management prior to the annual AUOPS schedule build data call.

3.1.1.5. Monitors execution of AAD and PCE quotas, and coordinates any requests for changes to the PGL and unfunded requirements through AF CFMs, AU and AFIT staff and schools, and AFPC as required. Publishes specific instructions and timelines for the AAD fill process, to include reallocation and waiver processes. Updates AUREPM with approved changes.

3.1.2. AU School Responsibilities. Schools are responsible for executing the AAD and PCE PGLs within the funding and man-year allocations, as follows: building PCE course class schedules, to include programmed, currently scheduled, actual entry and graduate data. Class production data (entered and graduated) data is reported in AUREPM and the

various grading systems and appropriate personnel data system (OTA, etc). For PCE, the school POC submits required changes, reallocation between courses, and unfunded requirements to the Registrar Support Branch via the AUREPM system. Schools ensure AAD quotas are managed per the PGL guidance and current FY reallocation and waiver guidance.

3.1.3. AFPC Assignment Team POC for the current year fill process is responsible for matching students to approved AAD quotas, and for submitting requested deviations to the AAD PGL to the Registrar Support Branch, following current year processes.

3.1.4. AFERB AAD and PCE Programs coding. AU Registrar Support is responsible for assigning course or program identifiers for AAD and PCE courses.

3.1.4.1. For clarity of grouping and reporting in support of the AFERB, AU Registrar Support Branch further defines AAD programs as “Regular”, “Special Degree” and “Special Non-Degree”. Quotas requested against Regular programs are then identified if supporting a specific school’s Faculty development. Quotas requested against “Special” quotas are identified by the level of DE received, if any.

3.1.4.1.1. AAD Regular Programs. These are quotas for master and doctorate level programs for which quotas are requested by field and/or CFM in support of a validated AAD-coded position on a Unit Manning Document (UMD).

3.1.4.1.2. Faculty Prep Quotas. These are school quotas requested by AF schools for Regular AAD Programs, in support of a validated AAD-coded instructor position on a UMD.

3.1.4.1.3. AAD Special Degree Programs. These are quotas for Master and Doctorate level programs for which quotas are requested by field and/or CFM or Air Staff to support career field requirements not necessarily identified by a UMD, or are in support of officer developmental education or Air Force corporate requirements. These programs include the Advanced Studies Group (ASG), and specific Intermediate and Senior Developmental Education (IDE/SDE) as identified in AFI 36-2301. These programs require approval by the Air Force Directorate of Force Development prior to being considered by the AFERB process.

3.1.4.1.4. AAD Special Non-Degree Programs. These are quotas for Programs that provide advanced course work for students but do not necessarily require the awarding of a degree to meet the stated career field requirement. These programs include the Basic Meteorology Program (BMP) offered through Naval Post Graduate School, the Education With Industry (EWI) program, and others identified in AFI 36-2301.

3.1.5. The AFERB Data Call General Process. Policy concerning the AFERB AAD and PCE quota process can be found in AFI 36-2301. While the PCE and AAD programs are distinct and separate processes, actions are accomplished in similar timeliness and involve many of the same organizations. The Registrar Support Branch assists Air Staff in drafting the instructions for the data calls, and provides specific format for collecting the data. Quota requests are worked two fiscal years in advance (i.e., the FY13 process begins in Spring-Summer FY11).

3.1.5.1. During both the AAD and PCE data calls, the first step is for CFMs to validate the information maintained in AUREPM, the ETCA and AU Catalog for the courses or programs they represent. AU Registrar Support provides a current listing of programs and makes updates as necessary to program lengths, titles, priorities, and other data used for prioritization and classification of programs.

3.1.5.2. After course and program data is validated, data calls are sent out to collect quota requirements. PCE and AAD quota requirements are collected from the field and/or CFM and submitted to the Registrar Support Branch or input directly into AUREPM.

3.1.5.3. Prior to the AFERB Working group, the Registrar Support Branch obtains a cost-per-quota for each PCE course, and an estimated dollar allocation for PCE from AU/FM. This is input into AUREPM for report calculations.

3.1.5.4. The Registrar Support Branch calculates projected AAD student man-year load for future years to assist Air Staff, AU Financial Management (AU/FM) and AU Plans and Programs with determining the number of AAD quotas to start in the applicable fiscal year, and obtains any monetary restrictions for that year. This calculation is based on the total man-year allocations received from Air Force manpower, minus the number of students projected to carry over into the applicable fiscal year. This data is input into AUREPM for report calculations.

3.1.5.5. The Registrar Support Branch and Air Staff review quota submissions in preparation for the AFERB meetings. The Registrar Support Branch produces documents and analysis as requested. Once funding and man-year resources for the fiscal year are known, subsequent data calls may be required for CFMs to further review and prioritize requests. The Registrar Support Branch continues to coordinate with and provide data to Air Staff, CFMS, and AU staff until the process is complete. The AFERB Executive session has final approval authority for annual quota allocations.

3.1.5.6. When AAD and PCE quotas have final approval, the Registrar Support Branch produces documents for incorporation into the PRD and PGL documents published by Air Staff.

3.1.6. During execution year, the Registrar Support Branch, AU and AFIT Financial Management, monitor execution of the quotas by the schools, CFMs and AFPC assignment teams. Deviations to the PGL are submitted IAW paragraphs 3.1.2 and 3.1.3.

3.1.6.1. AU and AFIT Financial Management ensure the proper funding allocation to the respective schools and manage the execution of funds at the AU level. For funded PCE courses, the CFM may reallocate the quotas between courses within their funding limits. Reallocation must be requested via AUREPM following instructions in paragraph 4.5.1.6. AAD reallocations are submitted directly to the AU Registrar Support Branch for processing, using current guidance distributed annually.

3.1.7. More specific instructions for the AAD and PCE AFERB data calls, the execution of quotas, and requesting deviations to quotas are found in the annual datacall, PGL, and AUREPM screen instructions, as well as sections 5 and 6 of this AUI.

**4.1. The AU Operations and Production Schedule (AUOPS).** The AUOPS is a master schedule which consolidates Developmental Education, Officer Accessions Training (OAT), Technical Training, SAASS, Seminars/Workshops (grouped as “Other Educational Activities, or “OEA”), for all AU Schools as well as training, education and special events requiring lodging on Maxwell-Gunter AFB. The purpose of the data call is to build the upcoming fiscal year overall course/class schedule, and to collect initial requirements for Maxwell-Gunter group lodging. The school/unit POCs enter all student quota production and lodging requirements in AUREPM in order to effectively manage resources and for production reporting purposes. The schedule is not considered final until the annual schedule build is completed and approved by AU/DS, as schools may be required to adjust schedules for various reasons.

4.1.1. For official courses, the AUOPS is based on the fiscal year quota requirements approved in the appropriate programming document (AFERB PGLs, PME PGLs, Air Force Line Officer Accessions Plan, Commissioned Officer Training Seat Allocation Conference, etc). Although requests for group lodging for courses and special events held on Maxwell-Gunter AFB are collected during the data call, specific instructions for that process will not be outlined here. This section applies only to AU schools and units, and will address official courses, seminars and workshop reporting only. AFIT graduate education, distance learning courses managed by AU/Education Logistics and Communications, and other self-paced distance learning courses are not part of this data call process.

4.1.2. In the spring of each year and after all programming documents are received; the AU Registrar Support Branch conducts a data call to AU schools. The data call goes out in several rounds to meet lodging procedure timelines. Schools are notified which courses/event are to respond to each round. Copies of programming documents and specific instructions are included. In general, the annual schedule build time line is from May-Aug of the preceding FY.

**4.2. AUOPS Schedule Build Preparations.** Before sending out the data call, the Registrar Support Branch prepares the AUREPM database to accept submissions.

4.2.1. School/Unit POCs are loaded into the AUREPM POC table, and new POCs are assigned system privileges and training as necessary.

4.2.2. Courses, seminars and workshops are validated and loaded into the current fiscal year course table of AUREPM, with all identifying data (schools, length, credits, funding source, description, lodging information, etc)

4.2.3. Course programmed numbers are loaded for all courses listed on published programming documents.

**4.3. AUOPS School/Unit Responsibilities.** AU Schools will ensure that each course or event (or group of courses/events) has a POC assigned for updating the AUREPM database or providing production data through other method. The POC will need to obtain access to the database and will be responsible for information submitted to the AU Registrar, and final close out for production reporting.

4.3.1. During the appropriate round, schools submit initial class schedules following procedures outlined in this AUI and AUREPM instructions.

4.3.2. During execution, schools ensure AUREPM is updated as changes occur to course/event offerings.

4.3.3. Schools/Units will notify the Registrar Support Branch when the POC changes.

4.3.4. Schools will submit requests for official course changes (length, title, curriculum, ETCA information, etc) to AU Registrar Support. Official course information must be accurate in AUREPM, ETCA, the AU Catalog and the appropriate personnel data system (such as OTA) to ensure proper student credit, funding, orders preparation and student production reporting.

**4.4. AUOPS Initial Build.** During the appropriate round, the school POC will access the “Course Plans and Scheduling” module of AUREPM and begin building class/event schedules. POCs reference the programming documents to ensure total quotas for their courses do not exceed allocations, assign class IDs, and input class dates, quotas, lodging requests (Maxwell-Gunter only) and other pertinent data. The initial input screen in AUREPM is divided into Tabs for ease of input. Data and codes required for each field is found in Attachment 2.

4.4.1. The AUREPM Class Number, or “ID” is made up of the last two digits of the fiscal year, then a numerical or alpha sequence number. Alpha sequence numbers may be one digit, but numerical should be at least two digits to allow for double digit classes. (example: use 1201, 12001 or 12A). Do not use the full fiscal year (2012A), dashes (12-A) or spaces (12 A). Ideally, Class IDs will match those loaded into other official systems.

4.4.2. All class IDs must be sequential (i.e., do not skip from 12A to 12D). If a class is cancelled, the class retains the original class ID and cannot be reused for a new class. Whenever possible, the AUREPM Class ID should match the sequence Class ID in other systems.

4.4.3. For AWC, ACSC and SAASS resident classes, ACSC online masters classes and other similar courses, the class ID is as follows: The last two digits of the fiscal year of the start date, the letters “AY” for “Academic Year” and then the last two digits of the fiscal year of the graduation date. Ex “11AY12” would be the class starting in the summer of 2011 and graduating in the summer of 2012.

4.4.4. Class IDs cannot be changed or deleted by the user. If entered in error contact the appropriate Registrar Support Branch analyst.

4.4.5. For each record submitted into AUREPM, a submission “Status” is input. For the initial schedule build the status will be “I=INITIAL Build of Class & Quota data for the FY”. Attachment 2 defines all status codes used in the production process.

4.4.6. Basic class data required for a class includes the method of delivery, funding status, start/stop dates, POC name, and special notes.

4.4.7. POCs will input the number of quotas “Programmed” and “Scheduled” for each category of student. For courses that are listed on a programming document, the total “Programmed” for all classes must equal the programmed allocation for the overall course. If a course is not programmed, then this number is left as “zero”. During the initial build, the “Scheduled” and “Programmed” quotas generally match. However, if a

deviation is already known it should be reflected in the “Scheduled” column. Once input and validated, the class “Programmed” number will not change during execution year. Any changes to estimated production throughput, or actual scheduled students will be reflected in the “Scheduled” quota column.

4.4.8. When the class is correct in the system, the POC will place the submission “status flag” to “READY” indicating that the submission is ready for review. A Registrar Support Branch analyst will review all inputs and notify the POC if any changes are required, then process the data into AUREPM. The final processing will normally be completed within five duty days.

4.4.9. Various reports are available for review of current school/unit schedules, production data and lodging plans.

**4.5. AUOPS Execution Year Maintenance.** After validating the production schedule, the Registrar Support Branch analysts continue to maintain the class schedule. At the end of the execution year, the accuracy of the production data is validated through coordination with field representatives and the schools to create end-of-year reports. To support this, all AU schools verify that all updates have been processed. Student production data not maintained in AUREPM is provided as needed to the Registrar’s office via e-mail (i.e., AFIT Graduate Education, AFIT Medical Graduate Education, AU distance learning, CCAF degrees granted, etc.). The validation of the information should be an ongoing process, updating any changes within a reasonable time frame to ensure proper notification of all organizations.

4.5.1. Data maintained in the AUREPM System, to include PME, PCE, Accessions, Technical Training, Workshops/Seminars, and Graduate Education, will be reported as follows:

4.5.1.1. The Status, Status Date, and POC name must be updated each time a change is submitted. The POC must ensure his/her name is selected on the drop-down list. The Class notes section should be annotated anytime further explanation is required to process the submission. Explanations of all codes used when updating class/offering data are found in Attachment 2.

4.5.1.2. Programmed” numbers will not change after the initial schedule build has been validated (re: 4.4.7).

4.5.1.3. “Scheduled” numbers will be reviewed periodically and updated in AUREPM within one work day following the known schedule change. These numbers are reviewed by several AU offices (Academic Affairs, Financial Management, Plans & Programming, etc) to project funding or student load. The typical status for changing quotas is “CQ - Change SCHED QUOTAS within a course.” The total scheduled number for a class offering should reflect the number expected to attend at the time the class starts, as reflected in OTA or signed up for the course in some other manner. Upon student arrival, do not change the scheduled number to equate to the actual entered number. For AU course classes held at Maxwell-Gunter, a change in Scheduled numbers generally means a change in lodging as well.

4.5.1.4. “Entered” numbers will be submitted no later than close of business (COB) of the next workday following the start date. This applies to all types of courses



method of delivery with the exception of self-paced distance learning. For self-paced distance learning that does not automatically flow student data into AUREPM, the school POC will ensure “Entered” data is updated each month, no later than COB of the first business day of the following month. For all inputs, the status for reporting entered numbers will be “E-Class Entered”.

4.5.1.4.1. If there are late arrivals (arrive after the Entered submission has been processed) an update must be made to previously reported numbers in the system no later than close of business (COB) of the next workday following the student arrival. The status of the submission will be “C - Correct previously submitted data”.

4.5.1.4.2. If fewer students actually arrive than were “Scheduled”, funded quotas may be moved to a future class offering. This change should be reflected in AUREPM, using the status of “CQ- Change SCHED QUOTAS within a Course” and annotating the move in the class notes section. If the future recipient class offering is unknown, the note should reflect this and quotas may be moved at a later date. Scheduled quotas in AUREPM should reflect what is currently scheduled in the appropriate personnel data system (such as OTA). For instructions on how to move quotas between courses, see section 6.1.1.6.

4.5.1.5. “Graduated” numbers will be submitted no later than COB of the next workday following the stop date. This applies to all types of courses method of delivery with the exception of self-paced distance learning. For self-paced distance learning that does not automatically flow student data into AUREPM, the school POC will ensure “Graduate” data is updated each month, no later than COB of the first workday of the following month. With the possible exception of Basic Officer Training or Commissioned Officer Training classes and self-paced distance learning, the number of graduates should never be more than the number that entered. If a student leaves prior to course completion, they are not counted in the total graduates and are not listed on the Graduate Roster as completing the course. Graduate numbers in AUREPM must match Graduate rosters exactly in total numbers as well as student component.

4.5.1.6. Reallocation of Quotas. A “Reallocation” is defined as transferring funded quotas from one course to another. This action will result in over executing a programming document allocation for one course, and under executing in the other. Therefore, this action must be coordinated with the appropriate functional area POC or Career Field Manager, and be pre-approved by AU Registrar and Financial Management sections prior to executing. This applies to any PCE, PME, or Graduate Education course with a published Program Guidance Letter (PGL) on file. For Technical Training courses, document the movement of quotas in AUREPM as soon as possible after approval coordination is completed IAW AETCI 36-2215, *Technical and Basic Military Training Administration*.

4.5.1.6.1. To request a Reallocation for class offerings scheduled in AUREPM, submit the request via a class change submission no later than 30 calendar days prior to the earliest class start date. For the class offering that the quotas are moving from, class Status “R=Reallocate Quotas” will be used, and the

“Scheduled” quotas will be reduced as necessary. A “Class Notes” section will be annotated to show the requested move explanation, to include known cost-per-quota, new course number and dates, etc. Registrar Support will review the submission, ensure POC authorization, and route the request to AU Financial Management (FM). AU/FM will review course costs-per-quota, current program dollar allocations, unfunded requests, etc. and determine if the request can be approved. AU/FM notifies Registrar Support via AUREPM, who either processes the submission or notifies the requestor of the denial.

4.5.1.6.2. If the reallocation is approved, the requestor will create a second submission against the course’s class offering that will receive the quotas. The class Status will be “R=Reallocate Quotas”, and the scheduled quotas will be increased as necessary. As with other changes, scheduled quotas in AUREPM should reflect what is currently scheduled in the appropriate personnel data system (such as OTA). Note that, depending on cost-per-quota, quotas reallocated to a new course may equate to more or less students that would have attended the original course.

4.5.1.7. Class/Event Date Changes: Class/event date changes must be submitted as soon as known but no later than 30 days prior to the class start date. Lodging availability for the proposed new time frame should be checked prior to moving the class offering. The AUREPM class submission status will be “CD - CHANGE existing start/stop DATES”. Lodging arrival and departure dates must be updated whenever changes are made to class start and end dates.

4.5.1.8. Class Offering Cancellations. If a class/event is cancelled, the submission must be input no later than COB of the next workday following notification of cancellation. The submission status will be “CX - Class CANCELLED (previously scheduled)”. The “Programmed” quotas for the cancelled offering will not change. However, the “Scheduled” quotas and any lodging requests (Maxwell-Gunter only) must be zeroed out. The original dates and any lodging arrival-departure dates should be left in the system. If quotas from the cancelled class will move to a different class, follow instructions for moving scheduled quotas or Reallocations.

**5.1. Production Reporting Procedures for data not in AUREPM.** AU and AFIT Production Data not scheduled in AUREPM is required to be reported to the AU Registrar Support Branch. This includes AFIT Graduate Education and Medical Graduate Education entered, graduated and carryover numbers for all students, Test Pilot School degrees awarded for the AU Affiliated degree program, total CCAF students enrolled and degrees awarded, SROTC, JROTC, AECP and NECP production, AU distance learning entered, graduated and enrolled, and any Enlisted PME not updated by the Barnes Center.

5.1.1. For all programs, AU Registrar Support Branch requests data in pre-determined formats for weekly, quarterly, and annual reports, and as needed for ad hoc report requests.

5.1.2. For AFIT graduate education, schedules are not maintained in AUREPM. However, student fill actions for AFERB-approved Advanced Academic Degree (AAD) quotas are processed through the system. AFIT resident admissions, civilian institutions program managers and AFPC assignment team personnel update and monitor fill actions

until all quotas are filled or turned in. Changes to quotas (turn-ins, adds, changes, or “Reallocations”) are processed in AUREPM by the Registrar Support Branch.

5.1.2.1. For Graduate Education programs, a “Reallocation” is defined as turning in one Advanced Academic Degree (AAD) quota that cannot be filled, and requesting a different degree and/or degree level. This process is done IAW AFI 36-2301 and current fiscal year fill instructions issued by the AU Registrar Support Branch as this process varies from year to year. The basic process is that the AU Registrar Support Branch processes approved Reallocations by placing the original quota in “turned in” status, and adds a new quota to the database, notifying AFIT, AFPC and Air Staff as required.

5.1.2.2. AU Registrar Support reports current status of AAD quota fills to Air Staff periodically throughout execution year, and provides total student production numbers and historical data to Air Staff, AU and AETC agencies upon request.

**6.1. Student Production and Analysis.** In addition to the AUOPS, the AUREPM System provides report capabilities that can be accessed by users. In addition, the AU Registrar Support Branch provides input for various weekly, monthly, quarterly and annual student production reports. The branch also produces ad hoc reports for AU, AETC and Air Staff agencies, and provides trend data and other production analysis as required.

6.1.1. Within the “Course Plans & Schedule” module of AUREPM, users can extract course listings, the AUOPS class/event schedule, a course/class schedule, various AAD and PCE AFERB reports to include the AFERB PGLs, PCE Utilization reports, Lodging schedules, and the AU Digest production data.

6.1.1.1. Each menu under the AUREPM “Course Plans & Scheduling” module is organized into “Screens” and “Reports”. The “Screens” menus contain a method for data input and basic queries, and the “Reports” menus provide pre-formatted reports.

6.1.2. AU Registrar Support Branch provides production data (programmed, entered, graduated, and average daily student load) for all programs for inclusion in the annual AU Digest Report, which is published on the AU Home Page. In addition, the branch is POC for the Military Manpower and Training Report (MMTR), and provides input for various other student production and financial reports.

**7.1. Personally Identifiable Information (PII):** Student PII will be protected at all times in both written and digital format. E-mails containing PII, FOUO and Privacy Act Information sent to other Air Force or DoD offices for official purposes shall be encrypted. Additional protection methods, to include password protecting the information in a separate Microsoft Office™ document, may be used when encryption is not possible. Do not send the above information to distribution lists or group e-mail addresses unless each member has an official need to know the personal information. Official email messages will be digitally signed and encrypted (MGS). Before forwarding emails you have received that contains personal information, verify that your intended recipients are authorized to receive the information under The Privacy Act.

DAVID S. FADOK, Lieutenant General, USAF  
Commander & President, Air University

**Attachment 1****GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION*****References***

AFI 36-2201, *Air Force Training Program*, 15 September 2010

AFI 36-2301, *Developmental Education*, 16 July 2010

AETCI 36-2215, *Technical and Basic Military Training Administration*, 9 September 2010

AUI 36-2318, *Air University Registrar Services/Student Records*, 17 November 2004

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AAD**—Advanced Academic Degree

**ACSC**—Air Command and Staff College

**AETC**—Air Education and Training Command

**AFERB**—Air Force Education Requirements Board

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**ASG**—Advanced Studies Group

**AU**—Air University

**AUOPS**—Air University Operations and Productions Schedule

**AUREPM**—Air University Registrar Education Program Management System

**AWC**—Air War College

**AY**—Academic Year

**CFM**—Career Field Functional Manager (in reference to the AFERB process)

**DS**—Director of Staff

**ETCA**—Education and Training Course Announcement website

**FM**—Financial Management

**FY**—Fiscal Year

**ID**—Identifier

**IDE**—Intermediate Developmental Education

**OAT**—Officer Accessions Training

**OEA**—Other Educational Activities; Non-official educational event, seminar, workshop

**OPR**—Office of Primary Responsibility

**OTA**—Oracle Training Application

**PEC**—Program Element Code

**PGL**—Program Guidance Letter

**PCE**—Professional Continuing Education

**POC**—Point of Contact

**PME**—Professional Military Education

**PRD**—Program Requirements Document

**SAASS**—School of Advanced Air and Space Studies

**SDE**—Senior Developmental Education

**TT**—Technical Training

**UMD**—Unit Manning Document

***Terms***

**Class**—An offering of an officially approved course; also used in AUREPM for offering of OEA or special event.

**Program (Course)**—Officially approved education.

**Special Event**—Non-educational event requiring lodging on Maxwell-Gunter, such as a band performance, graduation ceremony, air show, etc.

**Attachment 2**  
**AUREPM DEFINITIONS**

**Figure A2.1. Applicable AUREPM Menus**

<b>Course Plans &amp; Scheduling:</b> Contains all input and query screens, and report requests in support of student production reporting.	
	<b>Course:</b> Contains input and query screen for course information and the Course Master Listing Report
	<b>Class:</b> Contains input, update and query (“review”) screens for class offerings, the AUOPS report and other production reports
	<b>Special Events:</b> Contains input, update and query (“review”) screens for special events
	<b>AAD:</b> Contains input, update and query for the AFERB Graduate Education process, to include quota requirements, utilization, fill actions, and the AFERB AAD PGL and other quota reports
	<b>PCE:</b> Contains input, update and query for the AFERB Professional Continuing Education process, to include quota requirements, utilization, fill actions, course cost-per-quota, and the AFERB PCE PGL and Utilization reports
	<b>Lodging:</b> Contains query and report information for Maxwell-Gunter lodging requests, available rooms and individual reservation information
	<b>Baseline:</b> Contains basic AU Digest and MMTR report worksheets
	<b>Support:</b> Contains screens for input of system support data maintained by the AU Registrar office
<b>Personnel Info:</b> Contains screens for inputting personnel data, student data, and contains a POC listing for AUREPM processes.	

**Figure A2.2. Codes for AUREPM Course (Program) Data:**

<b>Course Category and Category Subtype:</b>		
ACAD	Academic (Graduate or Undergraduate Education)	
	GED	Graduate Education
	UGED	Undergraduate Education
PCE	Professional Continuing Education	
	REG	Regular PCE
	MED	Medical PCE
PME	Professional Military Education	
	OPME	Officer PME
	EPME	Enlisted PME
	JPME	Joint PME
OAT	Officer Accessions Training	
	AECP	Airman Education Commissioning Program
	NECP	Nurse Education Commissioning Program
	OTS	Officer Training School
	ROTC	Reserve Officer Training Corps
TT	Technical Training	
	3-Level	
	5-Level	
	7-Level	
	9-Level	
OEA	Other Educational Activities (non-official workshops or seminars)	
	SEM	Seminar
	WS	Workshop
	JROTC	Junior Reserve Officer Training Corps
	OTH	Other
SE	Special Event (non-educational in nature, such as graduation ceremony, band performance, IG team visit, etc) which is input into AUREPM for lodging request purposes only	



**Figure A2.3. Codes for AUREPM “Class Scheduling Submission” screen:**

<b>BASIC DATA:</b>	
<b>Class/Event Status codes:</b> (Used to communicate to the Registrar Support Branch and Financial Management personnel the intent of the submission).	
I	Initial Build (Used during the initial AUOPS build)
A	Add after initial build (Used only for offerings added after the AUOPS build is approved)
C	Correct previously Submitted Data (input incorrectly)
CD	Change Date
CDQ	Change dates and quotas simultaneously
CQ	Change Scheduled quotas
CX	Cancel (Cancel a class that was previously scheduled-not used to delete class entered in error)
E	Entered (Actual arrival of students in a class offering or participants in an event)
G	Graduated or completed a class
O	Other change not listed (specify the issue in the class notes field)
R	Reallocation, request to move funded quotas from one course to another
U	Unfunded request. Used for school POC to submit unfunded quota request to AU/FM for an AETC funded course
NOT TAUGHT	Used only during initial schedule build to indicate a course that received AFERB funded quotas, but will not be taught that FY
<b>Class/Event Location:</b> (Note: Codes are added as needed; The following represents most common codes)	
C	Colorado Springs
FJ	Fort Jackson
G	Gunter
L	Lackland
M	Maxwell
O	Other. Note: For lodging purposes use this code if the event is held in the local area but not on base, and lodging is requested on Maxwell-Gunter. This is the location of the class or event, not the location of the requested lodging.
K	Kirtland
W	Wright-Patterson (AFIT)
<b>Class/Event Delivery Method:</b> (Note: Delivery Methods are used at the Course Level as well as Class. Codes are added as needed; The following represents most common codes used at the class level)	
RES	Resident. Person physically at host school/unit (TDY/PCS/etc.)
OS	Off Site (Instructor travels to student location)
SAT	Satellite (Broadcast from school house)
VIRTUAL	Virtual school house
WEB	Web Based
IS	Internet Streaming (AFIT/LS)
AFIT OL	AFIT On-line (AFIT/LS)
CORR	Distance Learning via Correspondence
DL: BB	Distance Learning via Blackboard
<b>Funding Status:</b> Either “Yes” if sponsor funded students are scheduled, or “No” if all students are local or user funded.	

<b>QUOTAS:</b>
<b>Air Force Funded Quotas:</b> Students whose TDY or PCS is funded by the listed Air Force Sponsoring agency, and are programmed to be funded on a published PGL.
<b>Local/User Funded Quotas:</b> Students whose TDY or PCE is funded by other than the sponsoring agency (Local unit or command), or are local at the same base as the school house. The "Programmed" column of quotas for this section will be populated only if user funded quotas are published on a PGL.
<b>LODGING REQUESTS:</b>
<b>Projected Arrival/Departure Dates:</b> Input dates the majority of participants will arrive/depart
<b>Billet Projected:</b> Input the total number by rank grouping that are expected to require rooms
<b>Class Lodging Notes:</b> Input the POC and any special notes for Maxwell-Gunter lodging
<b>DL Data:</b> N/A
Note: Additional codes and screen instructions are located in the AUREPM database.